

Meeting Information

Meeting Name: Billing – Part 3
Scribe: DeVal Lott
Facilitator: Phil Gross
Date: August 24, 2005
Time: 1:00pm – 4:00pm
Location: Suite 1616 West Tower

Invitees/Attendees

+ In attendance, - Absent, # Substitute, *Other

	Name	Organization/Department	Substituting For
+	Tim Wright	DOAS	
+	Renee Martin	DOAS	
+	Zeinab Diallo	DOAS	
+	Dyan Jones	DOAS	
+	Eric Phillips	DOAS	
+	Bonita Streetman	OSAH	
-	Mike Elmer	OSAH	
-	Billy Gilbert	DOAS	
-	Lisa Gooden	DOAS	
+	Connie Walton	DOAS	
+	Patrice Roberson	DOAS	
-	Jimmy Jones	DOAS	
+	Sharon Frasier-Hagan	DOAS	
-	Lisa Pratt	DOAS	
+	Tammy Strong	DOAS	
*			

Name	Organization/Department	Substituting For
Project Staff		Role
Phillip Gross	Accenture	Lead – AR, Labor Dist, Billing
Janice Brown	SAO	SME – AR, Billing

Agenda

Item No.	Topic	Presenter
1.	Introductions	Phil Gross
2.	Project Guiding Principles	Phil Gross
3.	Meeting Handouts	Phil Gross
4.	Topics for Discussion	
4A	Copy Single Bill	Phil Gross
4B	Re-Printing Invoices	Phil Gross
4C	Bill Review (review billing information)	Phil Gross
4D	Recurring Bill	Phil Gross
4E	Load AR/ AR Update (create an AR item)	Janice Brown
4F	Bill Interface	Phil Gross
4G	Reports (delivered)	Janice Brown
4H	Queries	Janice Brown
4I	Invoice Layout	All Attendees
5	Conclusion	Phil Gross

Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1,2,3	Introductions, Project Guiding Principles, Meeting Handouts Introductions were made of the new members of the group, Project Principles and the Meeting Handouts were discussed.
4	Topics for Discussion Phil began the discussion with an review of what was covered in Part 2 and reviewed topics that would be discussed today.
4A	Copy Single Bill The copy single bill process copies an invoice and assigns a new invoice number to it. After creation of the new invoice, most fields may be changed or corrected. Once bill status is changed to 'Ready', the bill may be picked up for overnight processing. The status of "Ready" indicates that the invoice is ready for processing by the billing system. Bills may be copied regardless of the bill status. This process may be executed adhoc or via nightly batch processing.
4B	Re-Printing Invoice In order to re-print an invoice, the user will add a run control ID and will process the re-print from the Process Scheduler. The requested re-print PDF file is selected and may be printed using different options. Most re-print jobs will be run by bill type. There are placeholders for re-printing invoice date ranges. The invoice may be viewed/printed thru the View Log Trace feature within the Process Monitor. A discussion ensued wherein DOAS wants to be able to print bill for each billing division in one office. See Action Item # 1
4C	Bill Review (review billing information) The Bill header page will contain Address information, AR Account information and Banking information. The Bill line page will contain Line Description information, Quantity information and Costs/Amounts/Pricing information. Fields may be changed/corrected unless the status is "INV" (invoiced).

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4D	<p>Recurring Bill</p> <p>This process is used to set up a template for use in generating a bill on a recurring basis. Billing may be set up to occur for a specified period of time or specified cycle, for the same amount. In viewing the recurring schedule, an indicator of “Y” indicates that an invoice has been generated and an indicator of “N” would indicate that an invoice has yet to be prepared by the system.</p>
4E	<p>Load AR/ARUPDATE</p> <p>LOAD AR is a batch process which creates pending items from the billing module. Processes must meet certain criteria and if not will fail the process and kick out as errors. If no errors are indicated, the batch will post the items in the AR module (ARUPDATE). ARUPDATE is executed as a batch process.</p>
4F	<p>Bill Interface</p> <p>The interface process will take data from outside systems (CARSPlus, Access, Excel Spreadsheets) and ‘interface’ them with the billing module. Source data and source systems are the responsibility of the interfacing Agency.</p> <p>The ‘load status’ indicator from the LOADAR process will provide error details. Once errors have been corrected, the bill interface process must be re-run. Interface errors which may result after bill is loaded into the billing module may be corrected prior to running the invoice generation process.</p> <p>Question was asked: Will DOAS be able to correct errors from the interface (external pending items)? See Action Item # 2</p>
4G	<p>Reports (delivered)</p> <p>There are a number of PeopleSoft delivered reports. The following are a portion of delivered reports which may be modified or used as is.</p> <ul style="list-style-type: none"> • AR Pending Items (BIAART01) • AP Voucher Entries (BIAPRT01) • Generate AP Vouchers (BIGNAP01) • Interface Detail Summary by Business Unit (BIIFD002) • Interface Error Summary by Interface ID • Invoice Register by Invoice Number (BIIVC002) • Load AR Pending Items (BILDAR01)

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4H	Queries Queries will be developed as the implementation goes forward.
4I	Invoice Layout DOAS presented SAO with a mock up of invoices that they would like to see. Not finalized at this point in time, Need further approval.
5	Conclusion There were no further questions and the session was concluded.

Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
AI1.	8/24/05	Ability to print locally/other - DOAS wants to be able to print bills on a local printer.	The ability to print in various locations can be setup and/or using the re-print functionality may be used to satisfy this need.
AI2.	8/24/05	AR Error Handling - Will DOAS be able to correct errors from the interface (external pending items)?	The interface process for is still under review with the Technical Staff. Additional information regarding interfaces will be made available as the implementation of the Billing module progresses.

Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	There were no parking lot items for this session.